



**JOB TITLE:** Program Manager  
**FLSA STATUS:** Exempt  
**REPORTS TO:** Deputy Director  
**LOCATION:** Jackson, MS  
**EFFECTIVE DATE:** June 6, 2022

**SUMMARY:**

A Program Manager, or Strategic Program Manager, oversees and coordinates projects in the Office of Workforce Development (AccelerateMS) to meet office goals and result in productive outcomes for the state of Mississippi. The main duties include strategic direction of various programming and activities to meet the desired mission of connecting and preparing more Mississippians for high-quality careers through partnerships with educational and training entities, economic developers, communities, governmental agencies, and non-profit partners.

**ESSENTIAL JOB FUNCTIONS:**

Program managers are responsible for overseeing the development of programs that support the organization's main objectives. Some of the primary duties include:

- Organizing daily activities based on the goals of the organization
- Devising new programs that support the organization's objectives
- Developing sustainable goals for the organization
- Working across inter-office divisions to develop budgets and plans for programmatic efforts
- Evaluating and assessing program strengths and weaknesses and then implementing methods to improve outcomes
- Monitoring projects and coordinating with partners to ensure goals are met
- Meeting with stakeholders to discuss program status and goals
- Working alongside executive team to provide support and feedback on programmatic efforts
- Proactively managing varied obligations from executive team
- Completing special projects as assigned by the executive team

**KNOWLEDGE, SKILLS & ABILITIES:**

- Critical thinking and ability to demonstrate high-level problem-solving techniques
- Interpersonal skills to work collaboratively with a diverse group of individuals and groups, including the ability to effectively resolve conflicts
- Strong written and verbal communication skills to produce reports, assign tasks, accept instructions, and handle coordination among partners, among other tasks
- Ability to schedule and manage tasks effectively
- Cost control and budgeting skills
- Ability to multi-task and work under pressure to perform diverse responsibilities requiring confidentiality, initiative, and sound judgment

- Strong knowledge of Microsoft Office, including Word, Excel, PowerPoint, Teams, and Outlook
- Ability to work independently
- Ability to implement a project and see it to its completion

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

- At least three years of experience managing complex projects and programs
- Experience in workforce development or economic development is preferred
- Aligned educational program completion encouraged, but not required

**To apply for this opportunity, please send a cover letter and resume, including the below information, to [info@acceleratems.org](mailto:info@acceleratems.org), before 5:00 PM CST on Wednesday, June 29, 2022.**

- Name, address, telephone number, and email
- Desired job
- Desired salary
- Previous positions, including titles, duties, employers, locations, and dates of employment
- Names of previous supervisors
- Specific skills related to the job
- Brief narrative with information such as why you're interested in, or qualified for, the job
- References (typically three references with contact information)
- Licenses/certifications